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GOVERNMENT OF PORTO RICO
DEPARTMENT OF EDUCATION
OFFICE OF THE COMMISSIONER
SAN JUAN

September 15, 1930

ADDRESS ALL OFFICIAL COMMUNICATIONS TO THE COMMISSIONER OF EDUCATION
SAN JUAN, P. R.

Form Letter No. 5.

Subject: SUGGESTIONS ABOUT THE ENGLISH PERIOD.

To : Supervisors of Schools and Elementary School Principals.

A- GRADE TWO:

1- Schools on Single Enrollment: 80 minutes daily.

a- Divide the period into one 40-minute period in the morning and one 40-minute period in the afternoon.
b- Divide each 40-minute period into two consecutive 20-minute periods.
c- Devote the morning periods to the teaching of new material. Conduct the class in two groups.
d- Conduct the afternoon class as a general class. Devote the first 20 minutes to a review of what was taught in the morning class, and the second 20 minutes, to visualizing the written form of the words learned during the day.

2- Schools on Double Enrollment: 40 minutes each session.

a- Divide the 40 minutes into one 30-minute period and one 10-minute period immediately following.
b- Conduct the class as a general class.
c- Devote the 30-minute period to the teaching of new material in the Course of Study. Utilize the 10-minute period for visualizing the written form of the new words taught.

NOTE: Before taking up the work of the second grade proper, devote the time to a thorough review of the work of the first grade. It should not take more than six weeks to complete this review.
2- On the last day of each week give children a test to determine weak points.
3- Keep a record of these tests, showing the questions, the grades made by individual pupils, and the weak points discovered.

B- GRADE THREE: 80 minutes daily.

a- Divide the time into 40 minutes in the morning and 40 minutes in the afternoon.
b- Devote the morning time to reading from MY LITTLE FRIENDS READING BOOK. Conduct the class in two groups.
c- Devote the afternoon time to Oral English only. Conduct the class in two groups.

NOTE: Before beginning on the work for this grade, review the work of the first and of the second grades. It should not take more than two or three weeks to complete the review of the first grade, and from four to six weeks to complete the review of the second grade.
2- On the last day of each week give children a test to determine weak points.
3- Keep a record of these tests, showing the questions, the grades made by individual pupils, and the weak points discovered.

C- GRADE FOUR: 50 minutes daily.

a- Have this period come in the morning as one continuous period.
b- Utilize this period, as follows:

READING	: 30 minutes:	Mondays, Wednesdays and Fridays.
ORAL ENGLISH:	20 " :	Mondays, Wednesdays and Fridays.
LANGUAGE	: 50 " :	Tuesdays and Thursdays.

NOTE: Review the work of grade one, two and three, before beginning on the work for this grade.
2- Give children tests often to determine weak points.
3- Keep a record of these tests, showing questions, grades made by individual pupils, and weak points discovered.
4- Following last year's Form Letter No. 30, the Music-Writing period in this grade may be devoted once a week to whatever English work the teacher may wish to use it for.
5- Special Teachers of English may be assigned to teach English in this grade as well as in any other grade above it.

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D- GRADES FIVE, SIX, SEVEN AND EIGHT: Daily periods of 50, 50, 60 and 60 minutes, respectively.

a- According to Rule 2 under General Remarks appearing on page 7 of this year's Condensed Outline of the Course of Study, the English period, as well as any other subject period, may come at any time of the day, to suit conditions.

b- Have this period scheduled as one continuous period.

c- Utilize this period, as follows:

READING	:	30 or 40 minutes: Mondays, Wednesdays and Fridays.
ORAL ENGLISH:		20 minutes: Mondays, Wednesdays and Fridays.
LANGUAGE	:	50 or 60 minutes: Tuesdays and Thursdays.

d- Give tests often, and keep record of questions, grades made by individual pupils, and weak points discovered.

NOTE: The library Hour may be had every other Friday at the time set on the program for Reading and Oral English. During this hour, supplementary and library books may be read.

2- For the reading classes in grades 4 - 8 follow suitable steps selected from the paper published last year under the caption, "ONE METHOD TO TEACH ENGLISH READING, etc."

Yours very truly,

(Signed) JOSÉ PADÍN
COMMISSIONER OF EDUCATION.

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